

MARYLAND



JUDICIARY

## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

**Opening Date:** August 7, 2014  
**Job Title:** Civil Assistant  
**PIN:** 802004, 802030, 802031  
**Location:** Circuit Court for Anne Arundel County  
Annapolis, Maryland  
**Closing Date:** August 14, 2014  
**Position Type:** Temporary Full Time  
(Not to exceed 1 year)  
**FLSA Status:** Non-Exempt  
**Grade/Entry Salary:** J06 \$14.46 per hour  
**Financial Disclosure:** No

**Essential Functions:** Prepares new case files by reviewing pleadings, typing docket entries and establishing case file folder for the documents. Maintains case docket by entering records as they are received by using a computer keyboard. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures, both at the counter and by telephone. Prepares summonses, writs, bills for costs, etc. via computer system. Index new cases and judgements. Prepare cases for court by ensuring appropriate documents are in case files. Retrieves and delivers case files to/from appropriate agencies, chambers or departments. Ensures pleadings are filed in the right case folder and returns case folder to the proper place in the numerical filing system.

**Education:** High School Diploma or GED.

**Experience:** Minimum of one year of related experience.

**Preferred:** Previous court or legal experience.

**Skills/Abilities:** Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to follow numeric and alphabetic order. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to use independent judgment to discern pertinent information; review comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Robert P. Duckworth, Clerk  
Circuit Court for Anne Arundel County  
P.O. Box 71  
Annapolis, MD 21404  
ATTN: Human Resources  
FAX: 410-222-1395  
Email: ClerksOfficeJob@aacounty.org

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.**